2.4.0081 REMOTE TRAINING GUIDELINES FOR STUDENTS

PEER

Students Name:	
Employer or School:	

This document MUST be completed by the student

INTRODUCTION

✓	*(Where Applicable & When Completed)*
☐	Have read and understood the introduction

PEERS TRAINING SYSTEMS

✓	*(Where Applicable & When Completed)*
☐	Microsoft Teams
☐	PEER Campus
☐	Email

CODE OF CONDUCT AND ETIQUETTE

✓	*(Where Applicable & When Completed)*
☐	Have read and understood the rules
☐	Have read the Microsoft Teams fact sheet

ATTENDING CLASS

✓	*(Where Applicable & When Completed)*
☐	VET in Schools or
☐	Apprentice Training
☐	1. Prior to class
☐	2. Attending class
☐	3. Breaks
☐	4. End of day
☐	5. Additional information

DECLARATION

✓	*(Where Applicable & When Completed)*
☐	I have read and understood the Remote Training Guidelines
☐	I agree to abide by the guidelines set out in this document and understand the implications if I breach any of the guidelines

Signature:		Date:	
Parents Signature: (if under 18)		Date:	

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PEER

Introduction

Our mission at PEER is to support the skilling of Australians. We do this by providing high quality leading learning experiences for our apprentices and students. Our Values are, Caring, Respectful, Innovative, Collaborative, Courageous. These will continue to be at the core of what we do and helps to influence the decisions we make when moving forward with remote training.

Like face-to-face training, remote training provides students with authentic learning experiences that supports opportunities for deep learning, critical thinking and positive engagement. Compliant training and assessments will continue to occur whilst students are trained remotely.

With many of our students training remotely, this will bring varying challenges as we begin to adjust to a new training model. As our primary communication methods change, it is imperative that training interactions between trainers and students are appropriate in a digital learning world.

These guidelines will assist students in transitioning to remote training and understand their obligations.

PEER will only use the following communication systems to communicate with our students:

- Microsoft Teams – class video calls; class and individual chats; individual voice calls (no individual video calls allowed); screen share
- PEER Campus
- Microsoft Office 365 Email (official PEER email account)

Definitions

Remote Training: is interaction between the student and the trainer that takes place over the internet

Face-to-face Training: is interaction between the student and the trainer that takes place in a physical classroom

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PEER's Training Systems

Microsoft Teams

Microsoft Teams is an online tool used to collaborate with colleagues and students in a simple way. The Teams software can be used on any device, including a computer, iPad, tablet or mobile phone. PEER will utilise Microsoft Teams as a means of providing connection and communication with our students who are learning remotely. PEER will send you a link to activate your Teams account.

Additional support for Microsoft Teams can be accessed via the links below.
https://support.office.com/en-us/article/Microsoft-Teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7

PEER Campus

PEER Campus, as the name suggests, is PEER's student management system where the you can access learning content and assessments. PEER Campus can monitor your learning activity and allows PEER to see how you are progressing.

As part of your PEER Campus experience, you will be also given access to additional learning content Energy Space. Energy Space is where you access formative learning content to assist in your learning experience. You trainer will direct you on how to access this.

Microsoft Office 365 Email (official PEER email account)

Official correspondence from PEER will be from a PEER email account (Office 365) only. PEER may use email as communication, so please be advised that you may need to check your junk account if you have not received an email. General Office 365 Support https://support.office.com/

Mobile or home phone

PEER trainers will not provide students with their mobile phone number under any circumstances.

Code of Conduct and Etiquette

As a learner at PEER, you are required to adhere to our Code of Conduct and display PEER Values at all times; Caring, Respectful, Innovative, Collaborative, Courageous. You must display respectful behaviour towards trainers and fellow students and contribute effectively to the learning environment.

In preparation for remote training, you must adhere to the following rules:

- Be ready to log on at the required time for class, this is usually at 8.00am
- You must be wearing your PEER uniform, your school uniform or normal work attire
- There must be no inappropriate images visible or on the background during your class
- All communication with other students and trainers must be appropriate to the content being delivered
- There may be instances when the trainer records a lesson, so be aware your behaviour is on display at all times

Remember to mute your microphone when you are not talking to the trainer.

You may also wish to blur the background on your screen

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Attending Class

VET in Schools

As a VET in Schools student, you will be required to attend class with your allocated trainer on your regular day and time as usual. Prior to your class, please test the capability of your internet or wifi connection at home to ensure it can perform to the required standard.

1. Prior to class

PEER will email you an invitation to join Microsoft Teams, along with access to PEER Campus and Energy Space. You should access all of these prior to class to familiarise yourself with how they work.

2. Attending class

You must log onto Microsoft Teams at the designated class time, which is usually 8.00am. This is how PEER take the class roll and confirm your attendance. You are required to actively participate and remain logged on for the day otherwise your attendance may be adjusted to absent.

You need to alert the trainer you are online, and the trainer will instruct you on what learning activities you are to complete for the day. This can be done by sending a message via the chat feature with your full name.

Each trainer will have a different teaching style and lesson plan, so please be sure to familiarise yourself with the class rules. Some trainers will have group discussions with all the students, other may have small groups set up for discussions, it is at the discretion of your trainer what style they wish to use.

Your trainer may direct you to different applications to learn, including Energy Space LMS, YouTube or PEER Campus. Energy Space and PEER Campus have functionality built into them that allows the trainer to track your learning, when you logged on or off, how long you were reading content, the time you spent on assessments and how long you were inactive for. This ensures PEER can track a student learning and offer assistance when needed.

3. Breaks

All students will be encouraged to have regular breaks, including morning tea and lunch. Your trainer will detail the breaks to you during the introduction for the day.

4. End of Class

Once you have completed your lesson plan for the day, set by the trainer, please contact the trainer to discuss your progress prior to logging off.

5. Additional Information

As a VET in School student, all attendance information is forwarded on to your schools VET Coordinator after the roll is taken. PEER's VET in School Coordinator is the first point of contact for schools and parents who wish to talk to PEER about their student/ child.

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Apprentice Training

As an apprentice, you will be required to attend class with your allocated trainer on your regular day or days and time as usual. Prior to your class, please test the capability of your internet or wifi connection at home to ensure it can perform to the required standard.

1. Prior to class

PEER will email you an invitation to join Microsoft Teams, along with access to PEER Campus and Energy Space. You should access all of these prior to class to familiarise yourself with how they work.

2. Attending class

You must log onto Microsoft Teams at the designated class time, which is usually 8.00am. This is how PEER take the class roll and confirm your attendance. You are required to actively participate and remain logged on for the day otherwise your attendance may be adjusted to absent.

Each trainer will have a different teaching style and lesson plan, so please be sure to familiarise yourself with the class rules. Some teachers will have group discussions with all the students, other may have small groups set up for discussions, it is at the discretion of your trainer what style they wish to use.

Your trainer may direct you to different applications to learn, including Energy Space LMS, YouTube or PEER Campus. Energy Space and PEER Campus have functionality built into them that allows the trainer to track your learning, when you logged on or off, how long you were reading content, the time you spent on assessments and how long you were inactive for. This ensures PEER can track a student learning and offer assistance when needed.

You need to alert the trainer you are online, and the trainer will instruct you on what learning activities you are to complete for the day. This can be done by sending a message via the chat feature with your full name.

3. Breaks

All students will be able to have morning tea and lunch breaks as you were attending a physical class. Your trainer will detail the breaks to you during the introduction for the day.

4. End of Day

At the end of the day, your trainer will contact you to discuss your learning and development and will answer any questions you may have. Please ensure you are available at the end of the day for your trainer to contact.

5. Additional Information

As a PEER student, all attendance information is forwarded on to your employer after the roll is taken. Our Customer Service Coordinators are the first point of contact for employers who wish to talk to PEER about their apprentice.